



## **Schools' Guide to the Gateway Budget Forms**

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**May 10<sup>th</sup>, 2012**




# *Gateway Public Access Site*

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- Major goal of Gateway is improving transparency and educating taxpayers.
- Public access website helps to make local government finance more accessible and understandable.
- Non-school budgets and annual reports currently available.
- Debt information, school budgets and actual expenditures available this summer and fall.








# Gateway Public Access Site





INDIANA  
Gateway  
for government units

An **Information for Indiana** Data Site

 **Home**  **Report Builder**  **Download Data**  **Help**  **Local Officials: Login Here »**

## Where do my tax dollars go?



Type in your street and city  
Spot location on map  
List of your taxing units  
Links to more data

## Explore my government's finances

This site contains budget, expense and debt data for counties, cities/towns, townships, special districts and more (school districts will be available in late 2012).


- [Browse unit reports](#)
- [Download data](#)
- [Learn more about the budget process](#)

Annual financial reports  
are now available!

**2012 Budgeted Expenditures**  
**\$8,615,558,270**  
(96.2% of units reporting)

About the Gateway • Contact Us • Contact Officials

The Indiana Gateway for Government Units was developed and is maintained by Indiana University's [Indiana Business Research Center](#), part of the Kelley School of Business. This public portal provides access to local government financial and tax data that has been entered by local units themselves. We work in partnership with the Department of Local Government Finance and the State Board of Accounts.



Visit [gateway.ifionline.org](http://gateway.ifionline.org) to build reports and download data.



# ***Gateway Budget Form Updates***

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- **2013 Budget Forms launched April 2**
  - Users can log in to *Live* site to prepare unit for budget season: [gateway.ifionline.org](http://gateway.ifionline.org)
  - Users can also practice entering and submitting budget forms in *Demo* site: [gatewaydemo.ifionline.org](http://gatewaydemo.ifionline.org)
- **Upload capability will launch in mid May**
- **Enhanced printing capability will arrive early June**



# ***Gateway Budget Form List***

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## **Forms submitted electronically:**

- Form 1: Budget Estimate
- Form 2: Estimate of Miscellaneous Revenue
- Form 3: Notice to Taxpayers – *template*
- Form 4: Adoption Ordinance/Resolution – *template*
- Form 4A: Budget Summary
- Form 4B: Financial Statement
- Current Year Financial Worksheet
- Debt Worksheet



# ***Gateway Budget Form List***

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## **Documents submitted as PDFs:**

- Proof of publication
- Signed copy of Form 4
- Capital Projects and Bus Replacement documents  
– plans, publications, notice of adoption, etc.

## **Coming to Gateway this summer:**

- Additional Appropriations
- Appeals



# Gateway – Select Application

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## Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency, which currently include **DLGF** (Department of Local Government Finance) and **SBOA** (State Board of Accounts).

## Select Application

### Annual Financial Report



Select application to submit your Annual Financial Report files to the **SBOA**.

### Budgets



Select application to submit your budget forms to the **DLGF**.

### Debt Management



Select application to submit your debt management forms to the **DLGF**.

### Property Files Upload



Select application to submit your property files to the **DLGF**.

### Account Settings



Update your account profile or change your password.

**Click “Budgets”**

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [Indiana Department of Local Government Finance](#) and the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana Initiative.



#### Email

- [Technical Issues](#)
- [DLGF](#)

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# Gateway – Select Unit



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Department of  
**Local Government Finance**

## Select Unit

### Select Unit from List

Currently Viewing Year:

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County
0003	<a href="#">Eagle Township</a>	Township	Boone
0010	<a href="#">Union Township</a>	Township	Boone

**Click unit name**

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# Gateway – Unit Main Menu



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Department of  
**Local Government Finance**

[Select Unit](#) > **Unit Main Menu**

Selected Year: 2013 | Selected Unit: Boone County - 0010 Union Township, Boone Co.

## Unit Main Menu - 0010 Union Township, Boone Co.

Select from the options below to customize your unit's funds, departments, and/or publications.

### Department of Local Government Finance Tasks



**Customize Funds, Departments, Debts, Rev. Codes**

View and edit lists of funds, depts., debts by fund and rev. codes.



**View Forms, Enter and Edit Budgets**

View, edit and submit Forms to DLGF.



**Submit Proof of Publication and Signed Ordinance**

View, upload and submit proof of publication to DLGF.



**Optional Flat File Upload**

Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

**Click to customize unit**

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# Gateway – Customize Unit



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Department of  
Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > **Customize Unit**

Selected Year: 2013 | Selected Unit: Boone County - 0010 Union Township, Boone Co.

## Customize Funds/Depts./Rev.Codes/Debts Lists - Union Township, Boone Co.

Select from the options below to customize your unit's funds, departments, and/or index list of departments by fund.

### Customize Funds and Department Lists



Customize Funds List



Customize Departments List



Customize Departments by Fund List

View and cross-index departments by selected fund.



Customize Revenue Codes List

Select revenue codes for use within this unit's Form 2.



Customize Debts by Fund List

View and cross-index debts by selected fund.

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [Indiana Department of Local Government Finance](#) and the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana Initiative.

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# *Gateway – Customize Funds List*

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- Schools should find funds from 2011 Budget Order rolled into Gateway Funds List.
- In the past, schools' fund codes were converted to DLGF fund codes by budget field representatives behind-the-scenes.
- This year, schools will see fund codes shared by other unit types. For example, "0100 General" is "0101 General" in Gateway.
- Review imported funds and add/delete as necessary.



# Gateway – Customize Funds List

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Department of  
**Local Government Finance**

[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > **Customize Funds**

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

## Funds List - 3315 Avon Community School Corporation, Hendricks Co.

Click on a column header to sort column.

<u>Fund Code</u>	<u>Fund Name Link</u>	Remove Fund
0061	Rainy Day	✗
0101	General	✗
0180	Debt Service	✗
0186	School Pension Debt	✗
1214	Capital Projects (School)	✗
6301	Transportation	✗
6302	Bus Replacement	✗

Add a Fund

Add a New Home Ruled Fund




# *Gateway – Customize Departments List*


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- While schools are not departmentalized, the school chart of accounts is incorporated in Gateway using the departments mechanism.
- All school “departments” (program accounts) needed in Gateway should already be assigned to school units.
- Departments that have no lines items on the Form 1 may be deleted from the Customize Departments List.
- School departments come from two different levels of the chart of accounts hierarchy. For example, “11000 – Regular Programs” and “45200 – Energy Savings Contracts” are both departments in Gateway.



# Gateway – Customize Departments List

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Department of  
Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > **Customize Departments**

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

## Departments List for Avon Community School Corporation, Hendricks Co.

Department Code	Department Name	Remove Dept.
1100	1100 - Regular Programs	✗
1200	1200 - Special Programs	✗
1300	1300 - Adult/Continuing Education Programs	✗
1400	1400 - Summer School Programs	✗
1500	1500 - Enrichment Programs	✗
1600	1600 - Remediation Programs	✗
1700	1700 - Payments To Other Governmental Units Within The State	✗
1800	1800 - Payments To Governmental Units Outside The State	✗
2100	2100 - Support Services-Students	✗
2200	2200 - Support Services-Instruction	✗
2300	2300 - Support Services-General Administration	✗
2400	2400 - Support Services-School Administration	✗
2500	2500 - Central Office	✗
2700	2700 - Student Transportation	✗
3100	3100 - Food Service Operation	✗
3300	3300 - Community Service Operations	✗
4100	4100 - Land Acquisition And Development	✗

List of departments  
continues











# Gateway – Customize Departments by Funds List

## Custom Departments by Funds

Click “pencil and paper” icon to link departments to a fund.

Funds Descriptions	Edit Departments	Departments
0101 - GENERAL		0000 - NO DEPARTMENT
0180 - DEBT SERVICE		0000 - NO DEPARTMENT
0186 - SCHOOL PENSION DEBT		0000 - NO DEPARTMENT
1214 - CAPITAL PROJECTS (School)		0000 - NO DEPARTMENT
6301 - TRANSPORTATION		0000 - NO DEPARTMENT
6302 - BUS REPLACEMENT		0000 - NO DEPARTMENT



# Gateway – Customize Departments by Funds List

Funds and departments  
(program accounts) need to  
be linked together in order to  
set up Forms 1 and 4A.

Check boxes to link departments to  
fund

Custom Departments by Fund

Selected Unit: 3315 Avon Community School Corporation, Hendricks Co.

Selected Year: 2013

Available Departments:

☐ Check/Uncheck All

- ☒ 1100 - Regular Programs
- ☒ 1200 - Special Programs
- ☒ 1300 - Adult/Continuing Education Programs
- ☒ 1400 - Summer School Programs
- ☐ 1500 - Enrichment Programs
- ☐ 1600 - Remediation Programs
- ☐ 1700 - Payments to Other Governmental Units within the State

Cancel Update Record

Click "Update Record" when finished





# Gateway – Customize Departments by Funds List


Departments are now linked to fund

## Custom Departments by Funds


Funds Descriptions	Edit Departments	Departments
0101 - GENERAL		1100 - Regular Programs 1200 - Special Programs 1300 - Adult/Continuing Education Programs 1400 - Summer School Programs
0180 - DEBT SERVICE		0000 - NO DEPARTMENT
0186 - SCHOOL PENSION DEBT		0000 - NO DEPARTMENT
1214 - CAPITAL PROJECTS (School)		0000 - NO DEPARTMENT
6301 - TRANSPORTATION		0000 - NO DEPARTMENT
6302 - BUS REPLACEMENT		0000 - NO DEPARTMENT








# Gateway – Customize Revenue Codes List



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Department of  
Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > **Customize Revenue Codes**

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

## Customized Revenue Codes Lists to Funds

Select revenue code category

	Taxes	Intergovernmental Revenue	Other Receipts
 <b>ADD REVENUE CODE TO SELECTED CATEGORY</b>			

Click to add revenue code



# Gateway – Customize Revenue Codes List

Revenue codes and funds need to be linked to set up the Form 2.

Choose revenue code

Check boxes for funds receiving the revenue

**Add Revenue Code to Selected Category Tab**

1. Select Revenue Code from list:

1232 - Local Option - Property Tax Replacement

2. Associate the selected Revenue Code with available funds:

☐ Check/Uncheck All


- ☐ 0061 - RAINY DAY
- ☐ 0101 - GENERAL
- ☐ 0180 - DEBT SERVICE
- ☐ 0186 - SCHOOL PENSION DEBT
- ☐ 1011 - CAPITAL PROJECTS (C-1011)

Cancel Update Record


Click "Update Record" when finished








# Gateway – Customize Revenue Codes List



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Department of  
Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > **Customize Revenue Codes**


Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

## Customized Revenue Codes Lists to Funds

Taxes

Intergovernmental Revenue

Other Receipts

 ADD REVENUE CODE TO SELECTED CATEGORY


Delete	Specify Funds	Revenue Code and Description	Funds Receiving Revenue
		1232 - Local Option - Property Tax Replacement	0101 - GENERAL



Revenue code has been added




# Gateway – Customize Debts by Fund List



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Department of  
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[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > **Customize Debts by Fund**

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

## Customize Debts by Funds

Debts are available as listed under the Debt Management application. Each debt may be attached to only one fund per year.

Fund Descriptions	Edit Debts	Debts
0180 - DEBT SERVICE		NO DEBTS ATTACHED 
0186 - SCHOOL PENSION DEBT		NO DEBTS ATTACHED 

**Click “pencil and paper” icon to link debts to debt service fund.**



# Gateway – Customize Debts by Fund List

Similar to departments and revenues, debts need to be linked to funds to set up the Debt Worksheet.

Check box to link debt to debt service fund

**Customize Debts by Fund**

Selected Unit: 3315 Avon Community School Corporation, Hendricks Co.

Selected Year: 2013

Available Debts:

☐ Check/Uncheck All


- ☒ 2002 Avon Community SBC 1st Mortgage Refunding Bonds
- ☐ 2004 Avon Community SBC 1st Mortgage Refunding Bonds
- ☐ 2005 Avon Community SBC 1st Mortgage Refunding Bonds
- ☐ 2008 Avon Two Thousand SBC 1st Mortgage Bonds
- ☐ 2007 Avon Two Thousand SBC Refunding & Improvement Bonds

Cancel Update Record

Click "Update Record" when finished




# Gateway – Customize Debts by Fund List



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Department of  
**Local Government Finance**

[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > **Customize Debts by Fund**

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

## Customize Debts by Funds


Debts are available as listed under the Debt Management application. Each debt may be attached to only one fund per year.

Fund Descriptions	Edit Debts	Debts
0180 - DEBT SERVICE		2002 Avon Community SBC 1st Mortgage Refunding Bonds 
0186 - SCHOOL PENSION DEBT		NO DEBTS ATTACHED 

**Debt has been linked to debt service fund.**




# Gateway – Unit Main Menu



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Department of  
**Local Government Finance**

[Select Unit](#) > **Unit Main Menu**

Selected Year: 2013 | Selected Unit: Boone County - 0010 Union Township, Boone Co.

## Unit Main Menu - 0010 Union Township, Boone Co.

Select from the options below to customize your unit's funds, departments, and/or publications.

### Department of Local Government Finance Tasks



Customize Funds, Departments, Debts, Rev. Codes

View and edit lists of funds, depts., debts by fund and rev. codes.



View Forms, Enter and Edit Budgets

View, edit and submit Forms to DLGF.



Submit Proof of Publication and Signed Ordinance

View, upload and submit proof of publication to DLGF.



Optional Flat File Upload

Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

← Click to edit budget forms

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# Gateway – Budget Form Menu

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Department of  
**Local Government Finance**

[Select Unit](#) > [Unit Main Menu](#) > **Budget Form Menu**

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

## Select from Available Forms

Click a budget form name  
to expand the “Accordion”  
and edit the form

Current Year Financial Worksheet: Additional Calculations for Form 4B	
 <a href="#">Click to edit form</a>	 Not 'Ready to Submit'.
Debt Worksheet	
Form 1: Budget Estimate	
Form 2: Estimate of Miscellaneous Revenues	
Form 3: Notice to Taxpayers	
Form 4: Ordinance for Appropriations and Tax Rates	
Form 4A: Budget Report	
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate	



# Gateway – Form 1

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Form 1**

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

Full print version of Form 1 coming soon

Prescribed by Department of Local Government Finance

Approved by State Board of Accounts

## BUDGET ESTIMATE FOR

Select Fund:

0101 - GENERAL

Select Department:

0000 NO DEPARTMENT

Select fund and department  
(program account)

Choose expenditure category

Select Category Tab

Personal Services		Supplies		Services And Charges		Capital Outlays	
Sub-Category	Line Item Code	Description	Published Amount	Adopted Amount			
<a href="#">+ ADD</a>	Salaries And Wages		\$	\$			
TOTALS BY FUND			Total: \$ 0	Total: \$ 0			
TOTALS BY UNIT			Total: \$ 0	Total: \$ 0			



# Gateway – Form 1

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Form 1**

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

Full print version of Form 1 coming soon

Prescribed by Department of Local Government Finance  
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Budget Form No. 1

## BUDGET ESTIMATE FOR

Select Fund:

0101 - GENERAL

Select Department:

0000 NO DEPARTMENT

Click **+ ADD** button after  
selecting a Sub-Category and  
entering a Description

Select Category Tab

Personal Services		Supplies	Services And Charges	Capital Outlays
Sub-Category	Line Item Code	Description	Published Amount	Adopted Amount
<b>+ ADD</b>	Salaries And Wages		\$	\$
TOTALS BY FUND			Total: \$ 0	Total: \$ 0
TOTALS BY UNIT			Total: \$ 0	Total: \$ 0



# Gateway – Form 1

Select Fund:

0101 - GENERAL

Select Department:

1100 Regular Programs

Select Category Tab

Personal Services		<u>Supplies</u>		Services And Charges		Capital Outlays	
Delete	Sub-Category	Line Item Code ⓘ	Description	Published Amount		Adopted Amount	
✗	Other Supplies	11050	Full Day Kindergarten	\$	<input type="text"/>	COPY →	\$ <input type="text"/>
✗	Other Supplies	11100	Elementary	\$	<input type="text"/>		\$ <input type="text"/>
✗	Other Supplies	11200	Middle/Junior High	\$	<input type="text"/>		\$ <input type="text"/>
✗	Office Supplies	11300	High School	\$	<input type="text"/>		\$ <input type="text"/>
+ ADD	Office Supplies	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>		\$ <input type="text"/>

Line Item Code and Description can be used to delve deeper into the chart of accounts



# Gateway – Form 1

Select Fund:

0101 - GENERAL

Select Department:

1100 Regular Programs

Select Category Tab

	Personal Services	Supplies	Services And Charges	Capital Outlays	
Delete	Sub-Category	Line Item Code	Description	Published Amount	Adopted Amount
X	Salaries and Wages	11050	Full Day Kindergarten	\$ <input type="text"/>	\$ <input type="text"/>
X	Employee Benefits	11050	Full Day Kindergarten	\$ <input type="text"/>	\$ <input type="text"/>
X	Salaries and Wages	11100	Cedar Elementary	\$ <input type="text"/>	\$ <input type="text"/>
X	Employee Benefits	11100	Cedar Elementary	\$ <input type="text"/>	\$ <input type="text"/>
X	Salaries and Wages	11100	Hickory Elementary	\$ <input type="text"/>	\$ <input type="text"/>
X	Employee Benefits	11100	Hickory Elementary	\$ <input type="text"/>	\$ <input type="text"/>
X	Salaries and Wages	11100	Maple Elementary	\$ <input type="text"/>	\$ <input type="text"/>
X	Employee Benefits	11100	Maple Elementary	\$ <input type="text"/>	\$ <input type="text"/>
X	Salaries and Wages	11100	Pine Tree Elementary	\$ <input type="text"/>	\$ <input type="text"/>
X	Employee Benefits	11100	Pine Tree Elementary	\$ <input type="text"/>	\$ <input type="text"/>
X	Salaries and Wages	11100	River Birch Elementary	\$ <input type="text"/>	\$ <input type="text"/>
X	Employee Benefits	11100	River Birch Elementary	\$ <input type="text"/>	\$ <input type="text"/>
X	Salaries and Wages	11100	Sycamore Elementary	\$ <input type="text"/>	\$ <input type="text"/>
X	Employee Benefits	11100	Sycamore Elementary	\$ <input type="text"/>	\$ <input type="text"/>
X	Salaries and Wages	11100	White Oak Elementary	\$ <input type="text"/>	\$ <input type="text"/>
X	Employee Benefits	11100	White Oak Elementary	\$ <input type="text"/>	\$ <input type="text"/>
X	Salaries and Wages	11200	AIS East	\$ <input type="text"/>	\$ <input type="text"/>
X	Employee Benefits	11200	AIS East	\$ <input type="text"/>	\$ <input type="text"/>

Even more detail  
can be included

COPY



# Gateway – Form 1

Select Fund:

0101 - GENERAL

Select Department:

2670 Insurance

Select Category Tab

Personal Services		Supplies		Services And Charges		Capital Outlays	
Delete	Sub-Category	Line Item Code	Description	Published Amount		Adopted Amount	
✕	Insurance	26700	Insurance	\$	<input type="text"/>	<input type="text"/>	
<div>COPY</div>							
+ ADD	Professional Services	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	<input type="text"/>	

Less detail is also acceptable in some circumstances. Think about what level of detail your taxpayers would want to see.



# Gateway – Form 1

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- The Form 1 is the single largest change between paper- and Gateway-based budget forms. Think of it more as a merging of previous years' Form 1 and Form 1s.
- Creating line items for this form is likely going to be one of the more time-consuming aspects of Gateway this year.  
*Fortunately, these line items will roll to the 2014 Budget Forms application and beyond.*
- Looking at actual expenditures by object code can help you create these line items. A crosswalk table between school object codes and the expenditure categories and sub-categories can be found at <http://www.in.gov/dlcf/8918.htm>.



## *Gateway – Form 2*

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- While the format of Form 2 has changed, the content has remained largely the same.
- Adding/deleting revenues occurs in “Customize Revenue” section, whereas entering/changing amounts of revenues occurs on the Form 2 directly.





# Gateway – Form 2

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

Full print version of Form 2 coming soon

Prescribed by Department of Local Government Finance  
Approved by State Board of Accounts

Budget Form No. 2

## ESTIMATE OF MISCELLANEOUS REVENUES FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2013

Select Fund:

0101 - GENERAL

Select fund

Select Category Tab

		Taxes	Intergovernmental Revenue	Other Receipts
Revenue Code ⓘ	Description	July 1 to Dec 31, 2012 ⓘ	Jan 1 to Dec 31, 2013 ⓘ	
1232	Local Option - Property Tax Replacement	\$ <input type="text"/>	<input type="button" value="COPY"/> \$ <input type="text"/>	
TOTALS BY CATEGORY		Total: \$ 0	Total: \$ 0	
TOTALS BY FUND		Total: \$ 0	Total: \$ 0	
TOTALS BY UNIT		Total: \$ 0	Total: \$ 0	
		<input type="button" value="SAVE"/>		

Revenue can be added/deleted in "Customize Revenue"



# Gateway – Form 2

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

Full print version of Form 2 coming soon

Prescribed by Department of Local Government Finance  
Approved by State Board of Accounts

Budget Form No. 2

## ESTIMATE OF MISCELLANEOUS REVENUES FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2013

Select Fund:

0101 - GENERAL

Select Category Tab

		Taxes	Intergovernmental Revenue	Other Receipts
Revenue Code ⓘ	Description	July 1 to Dec 31, 2012 ⓘ	Jan 1 to Dec 31, 2013 ⓘ	
1232	Local Option - Property Tax Replacement	\$ <input type="text"/>	<input type="button" value="COPY"/> \$ <input type="text"/>	
TOTALS BY CATEGORY		Total: \$ 0	Total: \$ 0	
TOTALS BY FUND		Total: \$ 0	Total: \$ 0	
TOTALS BY UNIT		Total: \$ 0	Total: \$ 0	
		<input type="button" value="SAVE"/>		

Enter amounts for both time periods.

Click "Save" button after entering amounts



# *Gateway – Form 4A*

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- Form 4A is a new form for schools, but it's very easy to complete after completing the Form 1.
- Make certain discrepancies do not occur between the Form 1 and the Form 4A. Whenever possible, enter/correct data in Form 1 and pull into Form 4A.



# Gateway – Form 4A

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

Full print version of Form 4A coming soon

Budget Report 

**Select fund and department  
(program account)**

Select Fund:

0101 - GENERAL

Select Department:

0000 NO DEPARTMENT

DEPARTMENT: 0000 NO DEPARTMENT

Click Here to Insert  
Form 1  
published amounts




Click Here to Insert  
Form 1  
adopted amounts



Published Amount

Adopted Amount

10000	PERSONAL SERVICES	\$			\$	
20000	SUPPLIES	\$			\$	
30000	OTHER SERVICES AND CHARGES	\$			\$	
40000	CAPITAL OUTLAY	\$			\$	
9999	TOTAL	\$			\$	

Totals by Fund

Published Amount Total: \$ 0

Adopted Amount Total: \$ 0

Totals by Unit

Published Amount Total: \$ 0

Adopted Amount Total: \$ 0

Save



# Gateway – Form 4A

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

Full print version of Form 4A coming soon

Budget Report 

Select Fund:

0101 - GENERAL

Select Department:

0000 NO DEPARTMENT

DEPARTMENT: 0000 NO DEPARTMENT

Click Here to Insert  
Form 1  
published amounts




Click Here to Insert  
Form 1  
adopted amounts



Published Amount

Adopted Amount

10000	PERSONAL SERVICES	\$			\$	
20000	SUPPLIES	\$			\$	
30000	OTHER SERVICES AND CHARGES	\$			\$	
40000	CAPITAL OUTLAY	\$			\$	
9999	TOTAL	\$			\$	

Totals by Fund

Published Amount Total: \$ 0

Adopted Amount Total: \$ 0

Totals by Unit

Published Amount Total: \$ 0

Adopted Amount Total: \$ 0

Save

Click buttons to pull data from  
Form 1



# Gateway – Form 4A

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

Full print version of Form 4A coming soon

Budget Report 

Select Fund:

0101 - GENERAL

Select Department:

0000 NO DEPARTMENT

DEPARTMENT: 0000 NO DEPARTMENT

Click Here to Insert  
Form 1  
published amounts




Click Here to Insert  
Form 1  
adopted amounts



Published Amount

Adopted Amount

10000	PERSONAL SERVICES	\$	<input type="text"/>		\$	<input type="text"/>
20000	SUPPLIES	\$	<input type="text"/>		\$	<input type="text"/>
30000	OTHER SERVICES AND CHARGES	\$	<input type="text"/>		\$	<input type="text"/>
40000	CAPITAL OUTLAY	\$	<input type="text"/>		\$	<input type="text"/>
9999	TOTAL	\$			\$	

Totals by Fund

Published Amount Total: \$ 0

Adopted Amount Total: \$ 0

Totals by Unit

Published Amount Total: \$ 0

Adopted Amount Total: \$ 0

Save

Can also enter data and click  
"Save"



# Gateway – Current Year Financial Worksheet

Prescribed by Department of Local Government Finance

## CURRENT YEAR FINANCIAL WORKSHEET

(Formerly Line 2 Worksheet)

Selected Year: 2013

Selected County: Perry County

Selected Unit: Tell City Public Library

Select Fund:

0101 - GENERAL

(This form is to be prepared for all funds for which a property tax levy will be requested on the Form 4B.)

<b>Line 2</b>	
<b>APPROPRIATIONS</b>	
1. Current Year Approved Budget	\$
2. Encumbrances Brought Forward	\$
3. Additional Appropriations (January to June)	\$
4. Other Non-Appropriated Obligations	\$
5. Total Approved Appropriations	\$
<b>DISBURSEMENTS</b>	
6. January through June Current Year Disbursements	\$
7. Appropriation Balance	\$
8. Reductions July through December	\$
9. Estimated Current Year Expenditures July through December	\$
<b>Line 3</b>	
10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year	
<b>Line 4A</b>	
11. Levy excess not transferred prior to June 30	\$
12. Temporary Loans outstanding as of June 30	\$
What fund loaned the cash on Line 12:	
13. Temporary loans not included in Lines 2 or 3	\$
<b>Line 4B</b>	
14. Temp loans to be repaid in the first six months of ensuing year	\$
What fund loaned the cash on Line 14:	
<b>Line 6</b>	
15. June 30 Cash Balance, including investments	\$

Formerly called  
the Line 2  
Worksheet

Select Fund

Enter data and save



# Gateway – Debt Worksheet

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Debt Worksheet**

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

Prescribed by Department of Local Government Finance

## DEBT WORKSHEET

**Selected Year:** 2013

**Selected County:** Hendricks County

**Selected Unit:** Avon Community School Corporation

**Select Fund:**

0180 - DEBT SERVICE

Select fund

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "8" in the third digit of the fund code.)

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
<a href="#">2002 Avon Community SBC 1st Mortgage Refunding Bonds</a>		\$		\$		\$
TOTALS BY FUND		\$ 0		\$ 0		\$ 0
TOTALS BY UNIT		\$ 0		\$ 0		\$ 0

Click on name of debt report





# Gateway – Debt Worksheet

Data comes from Debt Management

Select payments for each time period by checking boxes

Date	Period Total	Trustee Fee	Lease Pmts.	Federal Tax Crdts.	Total	Line 2 07/01/2012 to 12/31/2012	Line 1 01/01/2013 to 12/31/2013	Line 11 01/01/2014 to 06/30/2014
1/05/2003	1,042,274	500			1,042,774	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/05/2003	984,030	500			984,530	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/05/2004	984,805	500			985,305	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/05/2004	983,243	500			983,743	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/05/2005	986,628	500			987,128	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/05/2005	987,028	500			987,528	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/05/2006	983,415	500			983,915	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/05/2006	983,918	500			984,418	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/05/2007	984,275	500			984,775	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/05/2007	983,306	500			983,806	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/05/2008	987,175	500			987,675	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/05/2008	979,925	500			980,425	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/05/2009	982,588	500			983,088	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/05/2009	984,088	500			984,588	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/05/2010	985,306	500			985,806	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/05/2010	985,681	500			986,181	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/05/2011	985,764	500			986,264	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/05/2011	984,189	500			984,689	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/05/2012	983,289	500			983,789	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/05/2012	987,089	500			987,589	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1/05/2013	984,970	500			985,470	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7/05/2013	986,803	500			987,303	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1/05/2014	983,205	500			983,705	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/05/2014	983,845	500			984,345	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/05/2015	984,045	500			984,545	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7/05/2015	983,345	500			983,845	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1/05/2016	987,195	500			987,695	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS BY DEBT						\$ 983,789	\$ 1,973,059	\$ 987,303
TOTALS BY FUND						\$ 983,789	\$ 1,973,059	\$ 987,303
TOTALS BY UNIT						\$ 983,789	\$ 1,973,059	\$ 987,303



# Gateway – Debt Worksheet

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Debt Worksheet**

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

Prescribed by Department of Local Government Finance

## DEBT WORKSHEET

**Selected Year:** 2013

**Selected County:** Hendricks County

**Selected Unit:** Avon Community School Corporation

**Select Fund:**

0180 - DEBT SERVICE

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "8" in the third digit of the fund code.)

Name of Issue	Line 2 Due	Line 2 Amount	Line 1 Due	Line 1 Amount	Line 11 Due	Line 11 Amount
<a href="#">2002 Avon Community SBC 1st Mortgage Refunding Bonds</a>	01/05/2012	\$ 983,789	01/05/2013	\$ 1,973,059	07/05/2013	\$ 987,303
TOTALS BY FUND		\$ 983,789		\$ 1,973,059		\$ 987,303
TOTALS BY UNIT		\$ 983,789		\$ 1,973,059		\$ 987,303

**Payments are populating for each time period by debt, fund, and unit**



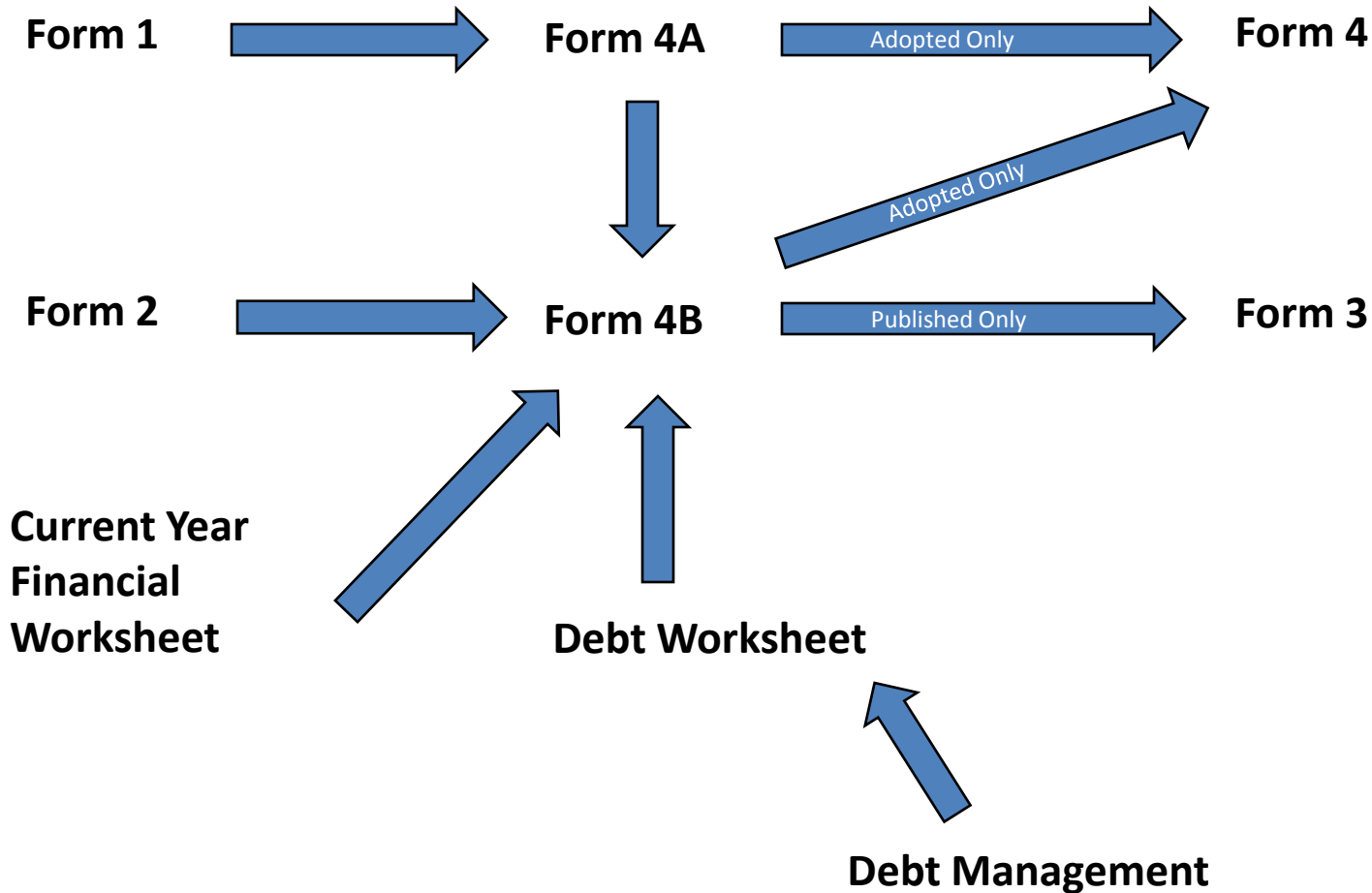
# ***Gateway – Debt Management***

---

- **Updated version of Debt Management will be launched this summer.**
- **More work needs to be done to make debt reports accurate. Common mistakes have been discovered:**
  - If lease payments are made, debt should be classified as a “Lease” and not a “Bond” or some other kind of debt.
  - All debts should have “Period Total” column completed.
  - Leases should have “Lease Payments” column completed.



# Budget Form Data Flowchart





# Gateway – Form 4B

Select fund

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

Full print version of Form 4B coming soon

PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

APPROVED BY STATE BOARD OF ACCOUNTS

Budget Form 4-B

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE



Select Fund:

0101 - GENERAL

The selected fund does not currently have data in both published and adopted columns.

Form 4B requires data in both published and adopted columns for all non-home-ruled funds before it can be marked 'Ready to Submit'.



Net Assessed Value \$

Click Here to Insert  
Finan. Wksht, Debt

Click Here to Insert  
Finan. Wksht, Debt

Enter Net Assessed Value for fund



# Gateway – Form 4B

**Net Assessed Value** \$

Click Here to Insert  
Finan. Wksht, Debt  
Wksht.  
Form 2 & Form 4a  
published amounts



Click Here to Insert  
Finan. Wksht, Debt  
Wksht.  
Form 2 & Form 4a  
adopted amounts



## Funds Required For Expenses To December 31st Of Incoming Year

### Published Amount

### Adopted Amount

1. Total budget estimate for incoming year	\$ <input type="text"/>		\$ <input type="text"/>
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$ <input type="text"/>		\$ <input type="text"/>
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$ <input type="text"/>		\$ <input type="text"/>
4. Outstanding temporary loans:	\$ <input type="text"/>		\$ <input type="text"/>
a). To be paid not included in lines 2 or 3	\$ <input type="text"/>		\$ <input type="text"/>
b). Not repaid by December 31 of present year	\$ <input type="text"/>		\$ <input type="text"/>
5. <b>TOTAL FUNDS required</b> (add lines 1,2,3,4a and 4b)	\$ <input type="text"/>		\$ <input type="text"/>

## Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy

### Published Amount


### Adopted Amount

6. Actual cash balance, June 30 of present year (including cash investments)	\$ <input type="text"/>		\$ <input type="text"/>
7. Taxes to be collected, present year (December settlement)	\$ <input type="text"/>		\$ <input type="text"/>
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year(Schedule on File):	\$ <input type="text"/>		\$ <input type="text"/>
a). Total Column A Budget Form 2	\$ <input type="text"/>		\$ <input type="text"/>
b). Total Column B Budget Form 2	\$ <input type="text"/>		\$ <input type="text"/>
9. <b>TOTAL FUNDS</b> (Add lines 6, 7, 8a and 8b)	\$ <input type="text"/>		\$ <input type="text"/>
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$ <input type="text"/>		\$ <input type="text"/>

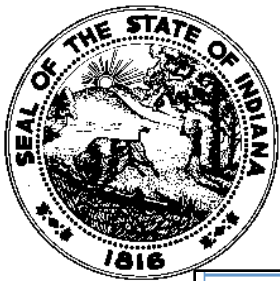
Pull from other forms



# Gateway – Form 4B

10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$		\$
<input checked="" type="radio"/> I want to make my own calculations for this Form 4B <input type="radio"/> I want to use the Gateway Calculator <input type="checkbox"/> I acknowledge that I am responsible for verifying the accuracy of the information submitted to the Department through the Gateway website. I acknowledge that neither the Department of Local Government Finance nor the Indiana Business Research Center is liable for the calculations performed by the Gateway calculator.	<input type="radio"/> Enter Operating Bal. (Fill line 11) <input type="radio"/> Enter Levy (Fill line 16) <input type="radio"/> Enter Rate (Fill line 17)		<input type="radio"/> Enter Operating Bal. (Fill line 11) <input type="radio"/> Enter Levy (Fill line 16) <input type="radio"/> Enter Rate (Fill line 17)
Proposed Tax Rate and Levy		Published Amount	Adopted Amount
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period) NOTE: Enter Lines 13a, 13b and 16 then press 'Save' button to calculate this value.	\$ <input type="text"/>		\$ <input type="text"/>
12. Amount to be raised by tax levy (add lines 10 and 11)	\$ <input type="text"/>		\$ <input type="text"/>
13a. Property Tax Replacement Credit from Local Option Tax	\$ <input type="text"/>		\$ <input type="text"/>
13b. Operating LOIT	\$ <input type="text"/>		\$ <input type="text"/>
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$ <input type="text"/>		\$ <input type="text"/>
15. Levy Excess Fund applied to current budget	\$ <input type="text"/>		\$ <input type="text"/>
16. Net amount to be raised	\$ <input type="text"/>		\$ <input type="text"/>
17. Net Tax Rate on each one hundred dollars of taxable property	<input type="text"/>		<input type="text"/>
<input type="button" value="Save"/>			

**For lines 11-17, enter data manually and save...**



# Gateway – Form 4B

10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$		\$
<input checked="" type="radio"/> I want to make my own calculations for this Form 4B <input type="radio"/> I want to use the Gateway Calculator <input type="checkbox"/> I acknowledge that I am responsible for verifying the accuracy of the information submitted to the Department through the Gateway website. I acknowledge that neither the Department of Local Government Finance nor the Indiana Business Research Center is liable for the calculations performed by the Gateway calculator.	<input type="radio"/> Enter Operating Bal. (Fill line 11) <input type="radio"/> Enter Levy (Fill line 16) <input type="radio"/> Enter Rate (Fill line 17)		<input type="radio"/> Enter Operating Bal. (Fill line 11) <input type="radio"/> Enter Levy (Fill line 16) <input type="radio"/> Enter Rate (Fill line 17)
Proposed Tax Rate and Levy		Published Amount	Adopted Amount
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period) NOTE: Enter Lines 13a, 13b and 16 then press 'Save' button to calculate this value.	\$ <input type="text"/>		\$ <input type="text"/>
12. Amount to be raised by tax levy (add lines 10 and 11)	\$ <input type="text"/>		\$ <input type="text"/>
13a. Property Tax Replacement Credit from Local Option Tax	\$ <input type="text"/>		\$ <input type="text"/>
13b. Operating LOIT	\$ <input type="text"/>		\$ <input type="text"/>
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$ <input type="text"/>		\$ <input type="text"/>
15. Levy Excess Fund applied to current budget	\$ <input type="text"/>		\$ <input type="text"/>
16. Net amount to be raised	\$ <input type="text"/>		\$ <input type="text"/>
17. Net Tax Rate on each one hundred dollars of taxable property	<input type="text"/>	<input type="text"/>	
<div>Save</div>			

...or have the Gateway Calculator help.





# Gateway – Form 3

PRESCRIBED BY DEPT OF LOCAL GOVERNMENT  
FINANCE

Budget Form No. 3

FORM APPROVED BY STATE BOARD OF ACCOUNTS  
**NOTICE TO TAXPAYERS**

Complete details of budget estimates by fund and/or department may be seen in the office of this unit of government.

Notice is hereby given to taxpayers of Avon Community School Corporation, Indiana that the proper officers of [No Name of Adopting Unit Entered] at [No Public Hearing Time Entered] on [No Public Hearing Date Entered] at [No Public Hearing Location Entered] will conduct a public hearing on the year 2013 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of [No Name of Adopting Unit Entered] within seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy that taxpayers object to. If a petition is filed, [No Name of Adopting Unit Entered] shall adopt with its budget a finding concerning the objections filed and testimony presented. Following the aforementioned hearing, [No Name of Adopting Unit Entered] will meet at [No Adoption Hearing Time Entered] on [No Public Hearing Date Entered] at [No Public Hearing Location Entered] to adopt the following budget:


Fill in Hearing Info

Date and Time of Public Hearing

Date: [No Public Hearing Date Entered] Time: [No Public Hearing Time Entered]

Date and Time of Adoption Mtg.

Date: [No Adoption Meeting Date Entered] Time: [No Adoption Meeting Time Entered]

Net Assessed Valuation 

[No Net Assessed Valuation Entered]

Estimated Max Levy

[No Estimated Max. Levy Entered]

Click to fill in paragraph values



# Gateway – Form 3

**Submit Form 3 in Gateway  
when sending to the  
newspapers for publishing.**

**Fill in paragraph values**

<u>Adopting Unit Info</u>	
Adopting Unit Name:	<input type="text" value="Avon Community School"/>
<u>Public Hearing Info</u>	
Hearing Location:	<input type="text" value="Cedar Elementary"/>
Hearing Date:	<input type="text" value="05/23/2012"/>
Hearing Time:	<input type="text" value="6:30"/> <input type="text" value="PM"/>
<u>Adoption Meeting Info</u>	
Meeting Location:	<input type="text" value="Cedar Elementary"/>
Meeting Date:	<input type="text" value="06/20/2012"/>
Meeting Time:	<input type="text" value="6:30"/> <input type="text" value="PM"/>
Net Assessed Valuation:	<input type="text" value="\$ 2,000,000,000"/>
Estimated Max Levy:	<input type="text" value="\$ 37,000,000"/>
<input type="button" value="Cancel"/> <input type="button" value="Update Record"/>	

**Click "Update Record" when finished**



# Gateway – Form 3

PREScribed BY DEPT OF LOCAL GOVERNMENT  
FINANCE

FORM APPROVED BY STATE BOARD OF ACCOUNTS


Budget Form No. 3

## NOTICE TO TAXPAYERS

Complete details of budget estimates by fund and/or department may be seen in the office of this unit of government.

Notice is hereby given to taxpayers of Avon Community School Corporation, Indiana that the proper officers of Avon Community School Corporation at 6:30 PM on Wednesday, May 23 2012 at Cedar Elementary will conduct a public hearing on the year 2013 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of Avon Community School Corporation within seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy that taxpayers object to. If a petition is filed, Avon Community School Corporation shall adopt with its budget a finding concerning the objections filed and testimony presented. Following the aforementioned hearing, Avon Community School Corporation will meet at 6:30 PM on Wednesday, June 20 2012 at Cedar Elementary to adopt the following budget:

### Fill in Hearing Info

Date and Time of Public Hearing	Date: Wednesday, May 23 2012 Time: 6:30 PM
Date and Time of Adoption Mtg.	Date: Wednesday, June 20 2012 Time: 6:30 PM
Net Assessed Valuation 	\$ 2,000,000,000
Estimated Max Levy	\$ 37,000,000

Paragraph values are now completed



# Gateway – Form 3

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (Including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals (Included in Column 3)	5 Current Tax Levy
	Click Here to Insert Form 4b published amounts ↓	Click Here to Insert Form 4b published amounts ↓		
0101-GENERAL	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	0
0180-DEBT SERVICE	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	0
0186-SCHOOL PENSION DEBT	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	0
1214-CAPITAL PROJECTS (School)	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	0
6301-TRANSPORTATION	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	0
6302-BUS REPLACEMENT	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	0
Totals:	Total: \$ 0	Total: \$ 0	Total: \$ 0	Total: \$ 0

**Pull from Form 4B or enter data manually**



# Gateway – Form 4

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

[Print or View the Full Form in PDF Format](#)

PRESCRIBED BY DEPT OF LOCAL GOVERNMENT  
FINANCE

FORM APPROVED BY STATE BOARD OF ACCOUNTS

Budget Form No. 4

## ORDINANCE FOR APPROPRIATIONS AND TAX RATES



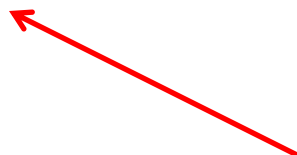
Ordinance Number:

**This Form is Invalid until all form values have been entered.**

Be it ordained by the [No Adopting Unit Entered], Indiana that for the expenses of Avon Community School Corporation for the year ending December 31, 2013 the sum of [No Total Value Entered], as shown on Budget Form 4-A are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expense of Avon Community School Corporation, a total property tax levy of [No Total Levy Entered] and a total tax rate of [No Total Tax Rate Entered], as shown on Budget Form 4-B are included herein. Budget Form 4-A and 4-B for all funds and departments are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance shall be in full force and effect from and after its passage and approval by the taxing unit's fiscal body [No Adopting Body Entered].

Enter Values into Paragraph Above



**Click button to input values**



# Gateway – Form 4

**Enter total budget, total max levy, and total tax rate, or pull from 4A and 4B**

**Fill in the rest of the values**

**Input Paragraph Values**


Total Budget  
\$  Current total budget from Form 4a: \$ 79,541,480

Total Max. Levy  
\$  Current total levy from Form 4b: \$ 37,000,000

Total Tax Rate  
 Current total tax rate from Form 4b: 1.8669

[Click to fill or update values above from other form values at right](#)

Date of Adoption

Name of Adopting Body  
 Board of 

Select Type of Fiscal Body

**Click “Update Record” when finished**



# Gateway – Form 4

Selected Year: 2013 | Selected Unit: Hendricks County - 3315 Avon Community School Corporation, Hendricks Co.

[Print or View the Full Form in PDF Format](#)

PRESCRIBED BY DEPT OF LOCAL GOVERNMENT  
FINANCE

FORM APPROVED BY STATE BOARD OF ACCOUNTS

Budget Form No. 4

## ORDINANCE FOR APPROPRIATIONS AND TAX RATES




Paragraph in now complete

Ordinance Number:

Be it ordained by the Avon Community School Corporation Board Of Trustees, Indiana that for the expenses of Avon Community School Corporation for the year ending December 31, 2013 the sum of \$ 79,541,480, as shown on Budget Form 4-A are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expense of Avon Community School Corporation, a total property tax levy of \$ 37,000,000 and a total tax rate of 1.8669, as shown on Budget Form 4-B are included herein. Budget Form 4-A and 4-B for all funds and departments are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance shall be in full force and effect from and after its passage and approval by the taxing unit's fiscal body School Board.

Enter Values into Paragraph Above

Edit	Delete	Name				Signature
		John Doe	Aye	Nay	Abstain	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
 ADD		<input type="text" value="Jane Doe"/>				

Enter board members' names




# Gateway – Signature Panel

- **Only one signature panel per set of forms.** Will not need to sign each fund and department specific form.
- **Automated PIN checking** – error will occur if user enters incorrect PIN
- **Date is automatically inserted** when user clicks “Sign and Date Form”


**Form Signature**

NAME

TITLE

SIGNATURE/PIN  
 

DATE

Form signature values saved at 03:50 PM and 14 seconds.  **SIGN AND DATE FORM**

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.






# Gateway – Validation / “Ready to Submit”

- “Ready to Submit” checkbox
  - Must be checked before form submissions can occur
  - May not be checked before certain form requirements (i.e. validation) are met

 Not Ready To Submit 

You will be able to mark this form as 'Ready to Submit' once amounts have been entered in both 'Published' and 'Adopted' columns and the form has been signed with a valid four-digit PIN.

☐ Ready to Submit 

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

☒ Ready to Submit 

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.



## ***Gateway – Validation / “Ready to Submit” cont.***

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- **Validation varies from form to form**
  - At least one value entered and saved in each column (Form 1, 2, 4A)
  - Sum of lines 1-10 are non-zero in both columns for all non-home-ruled funds (Form 4B)
  - All paragraph values entered (Form 3) and at least one board member listed (Form 4)
  - All forms must be signed using a valid PIN and dated (except Form 4)
- If validation is met but “Ready to Submit” cannot be checked, **try refreshing the form**



# ***Gateway – Submitting Budget Forms***

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- **Form *must* be marked as “Ready to Submit” first**
- **Submission occurs on the Budget Form Menu**
- **All forms of a certain type are submitted at once (e.g. all Form 1’s)**
- **Once submitted, forms can no longer be edited**



# Gateway – Submitting Budget Forms


Current Year Financial Worksheet: Additional Calculations for Form 4B	⚠
Debt Worksheet	⚠
Form 1: Budget Estimate	⚠
Form 2: Estimate of Miscellaneous Revenues	⚠
Form 3: Notice to Taxpayers	✓
Form 4: Certificate of Appropriations	⚠
<div> Click to edit form</div> <div> Click to submit completed form to DLGF</div>	
Form 4A: Budget Report	⚠
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate	⚠



Form is marked as  
“Ready to Submit”



# Gateway – Submitting Budget Forms

Current Year Financial Worksheet: Additional Calculations for Form 4B	⚠
Debt Worksheet	⚠
Form 1: Budget Estimate	⚠
Form 2: Estimate of Miscellaneous Revenues	⚠
Form 3: Notice to Taxpayers	✓
Form 4: Certificate of Appropriations	✓
<div> <a href="#">Click to view form</a></div> <div>✓ This form has been submitted.</div>	
Form 4A: Budget Report	⚠
Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate	⚠

Form is marked as  
"Ready to Submit"



# *Contact the Department*

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- **Colby Shank**
  - **Telephone: 317.232.3777**
  - **Fax: 317.232.8779**
  - **E-mail: [cshank@dlgf.in.gov](mailto:cshank@dlgf.in.gov)**
  - **Web site: [www.in.gov/dlgf](http://www.in.gov/dlgf)**